



City of
WILLISTON
FLORIDA

50 NW Main St., PO Drawer 160, Williston, Florida 32696-0160
Phone (352) 528-3060 Fax (352) 528-2877

PERMIT CHECKLIST

PLEASE READ AND UTILIZE THIS CHECKLIST CAREFULLY TO ASSIST YOU IN ORGANIZING AND PREPARING YOUR APPLICATION PACKAGE FOR SUBMITTAL. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Items required at time of submittal of application package if applicable to the scope of work to be performed.

1. **BUILDING PERMIT APPLICATION:** Notarized by all applicable parties
2. **PROOF OF OWNERSHIP:** I.E. – Current tax notice, Homestead Exemption Notice, Certificate of Title, or Recorded Deed.
3. **TWO (2) COPIES OF A SITE/BUILDING PLAN**
4. **TWO (2) COMPLETE SETS OF SIGNED AND SEALED CONSTRUCTION DRAWINGS AND SUPPORTING DOCUMENTATION (IF NEW STRUCTURE, PLEASE INCLUDE SOILS REPORT, INDICATE FLOOD ZONE AND OCCUPANCY / USE ON BUILDING PLANS)**
5. **PRODUCT APPROVAL FORM**
6. **NOTICE OF COMMENCEMENT:** Certified and Recorded for projects of \$2,500 or more – mechanical \$7,500 or more.
7. **OWNER/BUILDER DISCLOSURE STATEMENT & AFFIDAVIT:** If applicable.
8. **PROVIDE A COPY OF APPLICABLE STATE AND LOCAL LICENSES AND PROOF OF WORKER'S COMPENSATION INSURANCE (OR EXEMPTION):** City of Williston must be listed as the Certificate Holder
9. **EACH SUB TRADE REQUIRES A SEPARATE PERMIT APPLICATION:** (Ex: Electric, Plumbing, Mechanical, Roof)

***Before any development activity occurs on a piece of property, a permit must be obtained. All construction or permitted uses MUST meet the current Building Code for the State of Florida. The Building Official will perform inspections and provide approval based on these codes.**

***Permit applications and site plans may be sent via email to Permits@willistonfl.org**



BUILDING PERMIT APPLICATION

City of Williston, Florida -Building Department
 50 NW Main Street-Williston, FL 32696-352-528-30960
www.willistonfl.org / permits@willistonfl.org

JOB ADDRESS		DATE RECEIVED		PERMIT#	
PARCEL ID#		FEMA FLOOD ZONE(S)			
PREFERRED METHOD OF CONTACT:					
PHONE			EMAIL ADDRESS		
PROPERTY OWNER'S INFORMATION					
NAME					
ADDRESS		CITY	STATE	ZIP	
PHONE			EMAIL ADDRESS		
CONTRACTOR'S INFORMATION					
COMPANY NAME					
ADDRESS		CITY	STATE	ZIP	
PHONE			EMAIL ADDRESS		
LICENSE HOLDER			STATE LICENSE No.		
ARCHITECT/ ENGINEER'S INFORMATION (IF APPLICABLE TO PROJECT)					
COMPANY NAME					
ADDRESS		CITY	STATE	ZIP	
PHONE			EMAIL ADDRESS		
FLORIDA LICENSE No.					
BONDING COMPANY INFORMATION (IF APPLICABLE TO PROJECT)					
COMPANY NAME					
ADDRESS		CITY	STATE	ZIP	
PHONE			EMAIL ADDRESS		
BUILDING TYPE (CHECK ONE)			NOTICE OF COMMENCEMENT PROVIDED		
RESIDENTIAL	COMMERCIAL	OTHER	YES	NO	NA
HAS A STOP WORK ORDER BEEN ISSUED?			YES	NO	
SCOPE OF PROPOSED WORK:			TOTAL VALUE OF CONSTRUCTION		
			\$		
			Construction valuation shall include total value of work, including materials and labor, for which the permit is being sought, such as building, electrical, gas, plumbing, mechanical, equipment and permanent systems.		

IMPORTANT NOTICES TO APPLICANT

- I. The code in effect in this jurisdiction is the Florida Building Code, 7th Edition (2020). Other codes, ordinances or regulations may also apply.
- II. In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state

III. An application for a permit for any proposed work shall be deemed to have been abandoned, becoming null and void 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing prior to the abandonment date and justifiable cause demonstrated.

IV. A permit issued shall be constructed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of this code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced.

V. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Failure to obtain an approved inspection within 180 days of the previous approved inspection shall constitute suspension or abandonment. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. Permits issued for the demolition of a structure shall expire sixty (60) days from the date of issuance. For a justifiable cause, one (1) extension of time for a period not exceeding thirty (30) days may be allowed. Such request shall be in writing to the Building Official.

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a **separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.**

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT .

ACKNOWLEDGEMENT: By signature below the Property Owner/Agent and/or Contractor do hereby acknowledge that they have read and understand the information contained herein.

Signature of Property Owner

Sworn to and Subscribed before me by _____
this _____ day of _____ 20_____
____ Personally known OR ____ Produced Identification
Notary Signature _____
Notary Stamp

Signature of Contractor

Sworn to and Subscribed before me by _____
this _____ day of _____ 20_____
____ Personally known OR ____ Produced Identification
Notary Signature _____
Notary Stamp

FOR OFFICE USE ONLY		APPROVALS	
STAFF REVIEW		INITIALS	DATE
Zoning			
Building			
Fire			
Engineering			
Other			
COMMENTS / REMARKS			



CITY OF WILLISTON

50 NW Main St • Williston FL 32696
352-528-3060 • 352-528-0390 (fax)

A/C Changeout Form Florida Building Code 7th Edition

AIR CONDITIONING SYSTEM

Residential _____ Commercial _____

Single Package Unit _____ Split System _____ Ductless Mini _____

Any Duct Replacement: Yes _____ No _____

Refrigerant Line Replacement: Yes _____ No _____

*Rooftop A/C Stand Installation: Yes _____ No _____

*Smoke Detector Installation (Over 2000 cfm): Yes _____ No _____

*Commercial Permits Only

One Form For Each Separate A/C System Installed

NEW REPLACEMENT System Components

Manufacturer _____	Manufacturer _____
AIR HANDLER Model No: _____	CONDENSER Unit Model No _____
SEER/EER: _____	SEER/EER: _____
Size _____ Tons	Size _____ Tons
Heat Strip _____ KVA/KW	
HACR Breaker/Fuse Size _____ Min _____ Max	HACR Breaker/Fuse Size _____ Min _____ Max
Wire Size _____	Wire Size _____
Refrigerant Piping Sizes (Liq) _____ (Suc) _____	Refrigerant Piping Sizes (Liq) _____ (Suc) _____
Refrigerant Type _____	Refrigerant Type _____
Location: Existing _____ New _____	Location: Existing _____ New _____
Configuration: Horizontal _____ Vertical _____	Location: Ground _____ Rooftop _____

OLD/EXISTING System Components

Manufacturer (if known) _____	Manufacturer (if known) _____
SEER/EER (if known): _____	SEER/EER (if known): _____
Size _____ Tons	Size _____ Tons
Heat Strip _____ KVA/KW	
Existing HACR Breaker/Fuse Size _____ Min _____ Max	Existing HACR Breaker/Fuse Size _____ Min _____ Max
Existing Wire Size _____ (A.W.G.)	Existing Wire Size _____ (A.W.G.)
Refrigerant Piping Sizes (Liq) _____ (Suc) _____	Refrigerant Piping Sizes (Liq) _____ (Suc) _____
Refrigerant Type _____	Refrigerant Type _____

CERTIFICATION

With the authorization of the installing Contractor, I certify that information entered on this form accurately represents the system(s) installed.

Signature of Applicant

Date

Permit Number _____
Parcel ID Number _____

NOTICE OF COMMENCEMENT

State of Florida
County of Levy

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this **NOTICE OF COMMENCEMENT**.

1. Description of property (legal description):

a) 911 Street (**job**) Address: _____

2. General description of improvements:

3. Owner Information or Lessee information if the Lessee contracted for the improvement:

- a) Name and address: _____
- b) Name and address of fee simple titleholder (if different than Owner listed above) _____
- c) Interest in property: _____

4. Contractor Information

- a) Name and address: _____
- b) Telephone No.: _____ Fax No.: (optional) _____

5. Surety (if applicable, a copy of the payment bond is attached)

- a) Name and address: _____
- b) Telephone No.: _____
- c) Amount of Bond: \$ _____

6. Lender

- a) Name and address: _____
- b) Telephone No.: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

- a) Name and address: _____
- b) Telephone No.: _____ Fax No.: (optional) _____

8. a. In addition to himself or herself, Owner designates _____ of _____

to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

b) Phone Number of Person or entity designated by Owner: _____

9. Expiration date of notice of commencement (the expiration date may not be before the completion of construction and final payment to the contractor, but will be 1 year from the date of recording unless a different date is specified): _____, 20____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Under penalty of perjury, I declare that I have read the foregoing notice of commencement and that the facts stated therein are true to the best of my knowledge and belief.

(Signature of Owner or Lessee, or Owner's or Lessee's (Authorized Officer/Director/Partner/Manager) _____ (Print Name and Provide Signatory's Title/Office) _____
 The foregoing instrument was acknowledged before me this _____ day of _____, 20____
 by _____ as _____ (type of authority, e.g. officer, trustee, attorney in fact)
 for _____, as _____ (Name of Person) _____ (type of authority, e.g. officer, trustee, attorney in fact)
 for _____ (name of party on behalf of whom instrument was executed).

Personally Known Produced ID
Type of ID _____

Notary Signature _____
Print name _____



Building Department

Permits are processed 10-30 days from a complete permit package submittal. Once approved a staff member will contact you via phone or email to let you know it is ready for pick up.

All inspection requests must be in before 3:00 P.M. the prior business day.

- Inspections at this time are Tuesday and Thursday
- Provide permit number, project address, type of inspection, along with contact name and the telephone number.

If you fail an inspection, there will be a re-inspection fee, before it can be re-inspected.

For after hours or weekend inspections there is an additional fee.

The INSPECTION RECORD PLACARD must be displayed in a conspicuous location on the construction site, accessible to inspection personnel.

No work shall proceed, and no inspections shall be made unless the placard is posted, and an approved set of plans is available at the job site.

Permits become invalid if an inspection of permanent construction is not requested within 180 days or more than 6 months has passed between inspections.

Questions Concerning Permits, Need an Inspection or Results? Please call (352) 528-3060 or email permits@willistonfl.org

Always call 811 before you dig or disturb land. This includes trimming and removing trees, landscaping and fencing.